

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Board of Scientific Counselors, National Center for Health Statistics

(2) AUTHORITY

Identify the authority for establishing the FAC

The Centers for Disease Control and Prevention (CDC), National Center for Health Statistics (NCHS), Board of Scientific Counselors (BSC) was established under Section 222 of the Public Health Service Act, [42 U.S.C. Section 217a], as amended. The Board is governed by the provisions of the Federal Advisory Committee Act, as amended, (5 U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The CDC/NCHS Board of Scientific Counselors shall provide advice and make recommendations to the Secretary, Department of Health and Human Services (HHS), the Director, Centers for Disease Control and Prevention (CDC); and the Director, National Center for Health Statistics (NCHS), regarding the scientific and technical program goals and objectives, strategies, and priorities of NCHS. The Board shall provide advice and guidance on statistical and epidemiological research and activities that focus on issues such as: determinants of health; extent and nature of illness and disability, including life expectancy; incidence of various acute and chronic illnesses/impairments and accidental injuries; prevalence of chronic disease and impairments; infant and maternal morbidity and mortality; nutrition status; environmental, social, and other hazards affecting health status; health resources associated with physician and dental visits, hospitalizations, nursing, extended care facilities, home health agencies, and other health institutions; utilization of health care in a broad array of settings; trends in prices/costs and sources of payments; Federal, State and local government expenditures for health care services; the relationship between demographic and socioeconomic characteristics and health characteristics; family formation, growth, and dissolution; new or improved methods for obtaining current data on the aforementioned factors; data security and confidentiality and comparability of data; and standardized means to collect information and statistics. Additionally, the Board shall make recommendations about opportunities for NCHS programs to examine and employ new approaches to monitoring and evaluating key public health, health policy, and welfare policy changes, with particular attention to means to automate the collection of data, apply new data processing and analytic tools, and store and disseminate data in a more timely and accessible manner. The Board shall perform second-level peer review of applications for grants-in-aid for research and research training activities, cooperative agreements, and research contract proposals relating to the broad areas within NCHS. Members will be responsible for surveying the state-of-the-art of their respective disciplines, reporting, as appropriate, to the full Board and recommending the convening of workshops or symposia to educate or update all Board members.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;*
- (b) consider indentifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The expertise of potential candidates is evaluated to identify the fit within the above scientific areas to ensure that the BSC has representation that covers the breadth of NCHS programs.

The Board shall consist of 15 members, including the Chair. Members and the Chair shall be knowledgeable in statistical, demographic, and epidemiological research (such as biostatistics/biometry, survey methodology and polling, sociology, reproductive health, minority health, nutrition, social and behavioral health sciences, population-based public and environmental health); public health practice (e.g., State and local health data systems); operations research, health policy and health services research (including health economics and econometrics); provision of health services (medicine, nursing, rehabilitation, other allied health care, preventive medicine); health quality measurement and health indicators; health promotion; medical informatics; and data and health information security, storage, confidentiality, and dissemination (including print, computerized, and other digital media).

All members represent areas of scientific expertise. In addition, consideration will be given to a broad representation of geographic areas. Appointments shall be made without discrimination on the basis of age, race, ethnicity, gender, sexual orientation, gender identity, HIV status, disability, and cultural, religious, or socioeconomic status. Candidates are considered appropriate for serving on the BSC if they are leaders in fields relevant to NCHS programs with a broad view of public health and health statistics. Members shall be deemed special government employees.

The Board shall also consist of a nonvoting ex officio member from the Office of Management and Budget, and such additional officers of the U.S. government as the Secretary deems necessary for the Board to effectively carry out its function.

The Board shall also consist of a nonvoting liaison representative from the National Committee on Vital and Health Statistics, and such other nonvoting liaison representatives as the Secretary deems necessary to the effectively carry out the functions of the Board. Liaisons shall be deemed representatives.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

In addition to diversity in expertise, NCHS ensures diversity in geographic areas of residence.

NCHS uses the following process to identify candidates for the FAC. The roster of current and departing members is reviewed by the Designated Federal Officer (DFO) to determine the expertise needed in new members. A list is compiled of nominees and reviewed for diversity in areas of expertise, geographic area of residence, and other public health expertise for considerations. Nominees are then compared with existing advisory group members in order to ensure diversity in areas of expertise, geographic area of residence, and other public health expertise for considerations. The DFO convenes senior management at NCHS to review possible candidates and makes recommendations to the Secretary for the final decision on nominees.

Key staff involved in the candidate identification process are the following: Secretary, HHS, NCHS BSC DFO, Director, and Association Director for Science.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency, and*
- (d) state the membership term limit of FAG members, if applicable*

Each year, suggestions for members are sought from a variety of sources including NCHS experts in health statistics, survey design and operations and population health; members of the NCHS BSC; and the Director and Associate Director for Science at NCHS. During the year, suggestions for membership on the BSC are received from these and other various sources and are compiled for future consideration.

A listing of individuals suggested for nomination to the NCHS BSC is prepared and reviewed by the NCHS BSC DFO; Director, NCHS and the NCHS Associate Director for Science. These individuals discuss the qualities of the candidates and the expertise needed on the BSC to develop a slate of potential nominees. Candidates are then contacted to determine their willingness to serve on the BSC and to adhere to restrictions related potential conflicts of interest.

Members will be appointed for a 4-year term.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of the term. Terms of more than two years are contingent upon the renewal of the Board by appropriate action prior to its termination. A member may serve up to 180 days after the expiration of that member's term if a successor has not taken office.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements*

This Board does not have subcommittees.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

November 22, 2016